**Template: Leaver Checklist**

This is a sample checklist describing the type of actions that can be taken when an employee leaves. This checklist should be amended to suit your company’s requirements.

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| **Employee’s Name:**  |
| **Job Title:** |
| **Leaving Date:** |

|  |  |  |
| --- | --- | --- |
| **Administration** | **Tick to confirm or note ‘N/A’** | **Actioned by (initials)** |
| Resignation submitted |  |  |
| Calculate final payment due to leaver  |  |  |
| Calculate expenses / mileage |  |  |
| Calculate holiday hours / contract hours / flexi time |  |  |
| Update pension information |  |  |
| Letter to leaver acknowledging resignation  |  |  |
| Arrange exit interview |  |  |
| Leavers checklist added to personal file |  |  |

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| **IT** | **Tick to confirm or note ‘N/A’** | **Actioned by (initials)** |
| IT access withdrawn |  |  |

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| **Equipment / Items for Return – have the following items been returned** | **Tick to confirm or note ‘N/A’** | **Actioned by (initials)** |
| Keys (Office, desk, locker) |  |  |
| Name badges / ID Card |  |  |
| Uniform |  |  |
| Personal Protective Equipment |  |  |
| Car parking permit |  |  |
| Mobile phone / pager |  |  |
| Laptop / IT equipment |  |  |
| Books / manuals/ diaries |  |  |